

CHAPTER 14

SUPPLY

INTRODUCTION

The responsibility of accounting for assets within the Department of the Navy comes down from the Secretary of the Navy (SECNAV) to the commanding officers of field activities throughout the Navy. Commanding officers must ensure proper fiscal administration by the directives, principles, and policies prescribed by the Comptroller of the Navy.

The Naval Supply Systems Command is responsible for administering supply management policies, to include cataloging, standardization, inventory control, storage, issue, and disposal of naval material. You, as a medical supply person, must be familiar with the methods of procuring and accounting for naval materials.

In this chapter the proper procedures to use in estimating supply needs, procuring supplies and material, and accounting for supplies and operating funds will be discussed. The last section of the chapter deals with contingency supply blocks and their maintenance.

MANUALS, PUBLICATIONS, AND DIRECTIVES

To function well in the Navy supply system, you must be familiar with the NAVSUP publications that deal with the different areas of supply. Some of these publications that are of particular interest are described below.

NAVSUP Manual. The *Naval Supply Systems Command Manual* is designed to institute standardized supply procedures. At present there are four volumes in the NAVSUP Manual:

Volume I—Introduction to Supply

Volume II—Supply Ashore

Volume III—Retail Clothing Stores and Commissary Stores

Volume IV—Transportation of Property

NAVSUP P-437, *Operating Procedures Manual for Military Standard Requisitioning and Issue Procedures* and the Military Standard Transaction Reporting and Accounting Procedure (MILSTRIP/MILSTRAP). This publication

issues policy on the MILSTRIP/MILSTRAP system. It takes precedence over conflicting provisions contained in other supply system manuals or directives. The manual consists of 11 chapters and several appendices and exhibits. It covers system management, requisitioning ashore, inventory control, financial matters, and other topics. The publication provides forms, formats, and codes, and it serves as a comprehensive ready reference for those involved in preparing or processing MILSTRIP documents. NAVSUP P-437 is not distributed afloat.

NAVSUP P-409, *MILSTRIP/MILSTRAP Desk Guide*. Since NAVSUP P-437 is a large comprehensive three-volume publication, NAVSUP P-409 was published as a handy reference for personnel responsible for originating and processing MILSTRIP/MILSTRAP documents. This small booklet contains common definitions used on a day-to-day basis. Blank space is provided for entering commonly used routing identifier, fund, project, and locally assigned codes.

NAVSUPINST 4235.3, *Fleet Use of MILSTRIP*. This instruction serves the same purpose as NAVSUP P-409, but for fleet personnel. In addition, it is designed to indoctrinate and train fleet personnel in the use of the MILSTRIP system. It is larger than the desk guide and contains illustrations and explanations.

NAVSUP P-485, *Afloat Supply Procedures*. This publication establishes policies for operating and managing afloat supply departments and activities. The procedures contained in this publication are the minimum essential to acceptable supply management and are mandatory unless specifically stated as being optional.

Although this publication is designed primarily for nonautomated supply procedures, much of the information it contains also applies to automated systems.

COMNAVMEDMATSUPPCOM NOTE 6700, *Naval Medical and Dental Material Bulletin*. This publication is issued monthly by the Commander, Naval Medical Material Supply Command. It contains information of importance and interest to medical supply departments such as changes in stock numbers, addition and deletions, availability of excess equipment, and notification

of material unfit for use and disposal instruction. When received, it should be read carefully and any necessary changes made to your files and references.

APPROPRIATION

An appropriation is defined in the NAVCOMPT Manual as “. . . an authorization by an act of Congress to incur obligations for specified purposes and to make payments therefor out of the Treasury.” The Navy used appropriations to receive money to pay for ships and the cost of their operation and maintenance, the cost of training and pay for personnel, and the money to operate shore establishments needed to support the fleets.

TYPES OF APPROPRIATIONS

Three types of appropriations may be used in the Navy, depending on the purpose for which they are issued. Most appropriations are for 1 fiscal year (FY) and are used to finance the normal operating costs of the Navy. Other appropriations may be granted without a time limit or for a specified time in excess of 1 year.

Annual Appropriations

Annual appropriations generally cover the current operating and maintenance expenses of the Navy. They become available at the beginning of fiscal year cited in the Appropriation Act. From that time on throughout the fiscal year, these appropriations may be directly expended or obligated. At the end of the fiscal year, the Navy must return any unobligated funds to the Treasury.

Continuing Appropriations

A continuing appropriation or a no-year appropriation is one that is available for incurring obligations until the funds are exhausted or until the purpose for which it is made is completed. A continuing appropriation does not have a fixed-period restriction and is used for shipbuilding, public works construction, research and development, and other long-term projects.

Multiple-Year Appropriations

Multiple-year appropriations are made for purposes that required a long lead time. They are

available for obligation only for the period of time specified.

OPERATING BUDGETS

An operating budget is the annual budget of an activity and is assigned by the Chief of Naval Operations (CNO), Fiscal Management Division, to major claimants. A major claimant is an office or command, or Headquarters, Marine Corps, that is designated as the administering office under the operation and maintenance appropriation. Holders of operating budgets may grant a degree of financial responsibility to subordinates by issuing operating targets (OPTARs). OPTARs are generally apportioned in four equal quarterly divisions that represent the maximum amount that can be spent for each quarter of the fiscal year. By using this system, facilities are able to manage and effectively control the expenditure of funds. This system prevents the overexpenditure of funds early in the fiscal year and helps prevent financial crisis at the end of the year. Unused quarterly funds can be carried over to the next quarter simply by adding them to the new quarterly apportionment. At the end of the fourth quarter, all accounts are balanced and closed; new expenditures are not authorized until appropriated funds are made available for the new fiscal year.

Medical OPTAR funds are used to fulfill four major requirements, as follows:

- Authorized Medical Allowance List (AMAL). The AMAL is the minimum amount of medical material to be maintained on board a ship or on order at any given time. The amount of material as noted in an AMAL is designated by NAVMEDCOM for each class of ship and is based on past experience. Recommendations for changes to the AMAL should be forwarded through the chain of command to COMNAVMECOM.
- Type Commander's (TYCOM) Requirements. To supplement the AMAL, TYCOMs may have additional requirements to maintain units in a high state of readiness and allow units to be self-supporting in an emergency. TYCOM requirements for medical considerations relate to such items as first aid gun bags, airways, litters, and battle dressing supplies.

- Special Mission Usage
- Administrative Requirements. The purchase of consumables or medical OPTAR restricted items may be made from the medical OPTAR with the approval of the executive officer. Books and publication listed in NAVMEDCOMINST 6820.4 series may also be purchased with this OPTAR.

FEDERAL SUPPLY CATALOG SYSTEM

The Defense Logistics Agency administers the Federal Supply Catalog System under the direction of the Secretary of the Navy. This includes the naming, description, classification, and numbering of all items carried under centralized control of the United States Government. Only one identification may be used for each item from purchase to final disposal.

The Department of Defense Supply System contains more than 4 million different items and the Navy alone stocks more than 1 1/2 million items. To order supplies effectively from this system, you must have a basic understanding of its structure and terminology.

TERMINOLOGY

BULK STOCK—Material in full, unbroken containers available for future use.

CONSUMABLES—Any supplies that are consumed in use or disposed of after use.

CONTROLLED EQUIPAGE—Equipment that is under management control due to high replacement cost, likelihood of pilferage, or is highly essential to mission accomplishment.

EQUIPMENT—Any functional unit of hull, mechanical, electrical, ordnance, or electronic material operated singly or as a component of a system or subsystem. Equipment is a nonconsumable item.

MATERIAL—All supplies, repair parts, equipment, and equipage.

REPAIR PART—A replaceable part of machinery or equipment.

RESERVE STOCK—Items on hand and available for issue for a specific purpose, but not for general use.

STANDARD STOCK—Material under the control of an inventory manager and identified by a National Item Identification Number (NIIN).

STOCK UNIT—The smallest quantity of a supply item.

FEDERAL SUPPLY CLASSIFICATION SYSTEM

The Federal Supply Classification (FSC) System is designed to permit the classification of all items of supply used by the United States Government. Each item of supply is classified by a single 4-digit number. The first two digits identify the major group and the second two digits identify the class of commodities within that group.

As presently established, the FSC consists of 90 groups, some of which are currently unassigned. These groups are subdivided into approximately 600 classes.

An example of an FSC group and its classes is as follows:

Group 65 Medical, Dental, and Veterinary Supplies and Equipment	6505 - Drugs Biological, and Official Reagents 6508 - Medicated Cosmetics and Toiletries 6510 - Surgical Dressing Material
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NATIONAL STOCK NUMBERS

Every item in the Federal Supply Catalog is identified by a single 13-digit number. The National Stock Number (NSN) is composed of a 4-digit classification code and a 9-digit National Item Identification Number.

The National Item Identification Number is a 9-digit number that identifies each item of supply used by the Department of Defense. Although the NIIN is part of the NSN, it is used independently to identify an item within a classification. Unlike the FSC, the NIIN is assigned serially, without regard for the name, description, or classification of the item.

NAVY ITEM CONTROL NUMBERS

The Navy Item Control Number (NICN) identifies items of material that are not included in the FSC but are stocked in the Navy supply system. These are 13-digit numbers assigned by inventory control managers for either temporary or permanent control.

LOCAL ITEM CONTROL NUMBERS

Technically, any item identification number assigned by an activity for its own use is a Navy Item Control Number. To distinguish between

NICNs that are authorized in supply transaction documents and those that are not, the term Local Item Control Number (LICN) is often used. The LICN consists of 13 characters, with the fifth and sixth characters being “LL.” A full explanation of the composition of NIINs, NICNs, and LICNs is contained in *Afloat Supply Procedures*, NAVSUP P-485.

COGNIZANCE SYMBOLS

Although cognizance symbols are not part of the NSN, they are used as supply management codes that identify the Navy inventory manager for the specific category of material requisitioned. This symbol consists of two parts, one numeric and one alphabetic. The symbol for all Navy-owned bulk medical material is “9L.”

FEDERAL SUPPLY CATALOG

The Federal Supply Catalog contains all standard stock items available to agencies of the United States Government. It furnishes identification and management data for single-manager supply items. The sections of the catalog that are of greatest interest to you are those dealing with medical items, as listed in figure 14-1. Each subsection deals with specific categories of material.

The following is a subsection description of the Federal Supply Catalog, Medical Material, 6500 section:

- Introduction—provides a general overview of the contents and use of the catalog.
- Alphabetical Index—a list of item names, colloquial names, synonyms, common names, and trade names referenced to index numbers to help locate an item within the subsection.
- Glossary of Colloquial Names and Therapeutic Index (6505/6508 subsection only)—contains colloquial names, synonyms, and trade names arranged in alphabetical order and cross-referenced to appropriate National Item Names. It also classifies items by therapeutic use.
- Identification List (IL)—contains the following four sections:
 1. Preface—each subsection contains a preface that includes special instructions pertaining to that individual subsection.

2. Alphabetical Index—a list of National Item Names cross-referenced to index numbers to help locate an item when the NSN is not known.
 3. National Stock Number Index—a list of NSNs arranged in numerical order and referenced to index numbers to help locate an item within a subsection.
 4. List of Items—a list of items by index number. Some items are illustrated for clarity. Each item listed includes action codes; handling and/or storage codes, if any; NSN; and a brief description of the item.
- Navy Management Data List—a list of all items in the subsection showing unit of issue, price, and authorized substitutions. A separate Navy Management Data List is published for each Identification List.

PROCUREMENT

Procurement is the act of obtaining materials or services. Material may be procured by requisition or purchase. Requisitions are most frequently used, but purchase is used for procuring non-standard material and emergency requirements.

LEVELS OF SUPPLY

There must be some control over the quantity of supplies kept by a medical department. Without controls, policy changes or poor ordering procedures may result in some items being in short supply, while other items are stockpiled in quantities that would not be consumed for several years. To avoid such occurrences, it is necessary to develop rules governing the levels of supply that accurately indicate the quantities of stock that should be maintained.

Supply Level Terminology

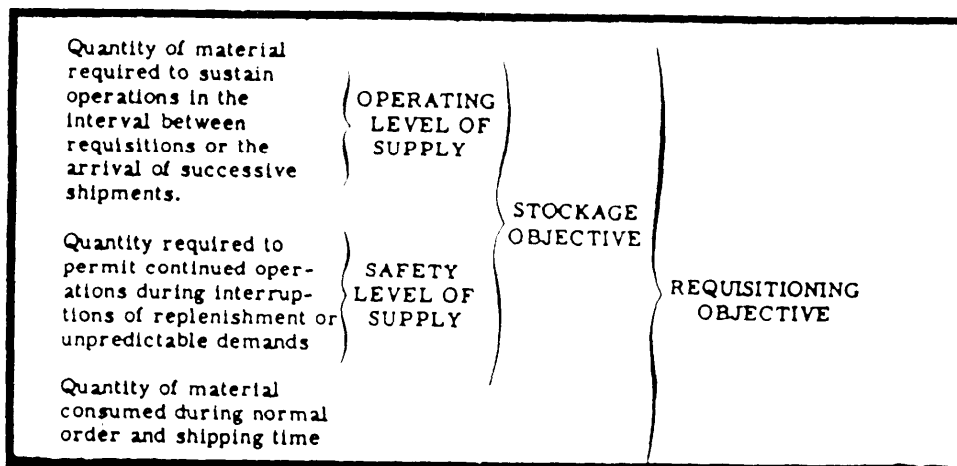
The levels of supply may be expressed in two ways: in numerical terms and in terms of months of usage.

Months of usage is the most commonly used measurements of supply levels. It is the best method to use in accounting for items that are

Title	Publication Number
FSC GROUPS 30 THROUGH 63 (Items of Medical Material Only)	C-3000/6300-IL
FSC CLASS 6505, Drugs, Biological, and Official Reagents/ FSC CLASS 6508, Medicated Cosmetics and Toiletries.	C-6505/6508-IL
FSC CLASS 6510, Surgical Dressing Materials	C-6510-IL
FSC CLASS 6515, Medical and Surgical Instruments, Equipment, and Supplies.	C-6515-IL
FSC CLASS 6520, Dental Instruments, Equipment, and Supplies	C-6520-IL
FSC CLASS 6525, X-Ray Equipment and Supplies: Medical, Dental, Veterinary	C-6525-IL
FSC CLASS 6530, Hospital Furniture, Equipment, Utensils, and Supplies	C-6530-IL
FSC CLASS 6532, Hospital and Surgical Clothing and Related Special Purpose Items	C-6532-IL
FSC CLASS 6540, Opticians' Instruments, Equipment, and Supplies	C-6540-IL
FSC CLASS 6545, Medical Sets, Kits, and Outfits	C-6545-IL, Vol 1
FSC CLASS 6550, Invitro Diagnostic Substances, Reagents, Test Kits, and Sets.....	C-6550-IL
FSC GROUP 66, Instruments and Laboratory Equipment (Medical Material)	C-6600-IL
FSC GROUPS 67 THROUGH 95 (Items of Medical Material Only)	C-6700/9500-IL
COMPONENTS OF SETS, KITS, AND OUTFITS	C-6545-IL, Vol 2
MANAGEMENT DATA LISTS	*
ALPHABETICAL INDEX	C-6500-AL
CHANGE BULLETIN (Medical Material) IDENTIFICATION LISTS.	C-6500-IL-CB
CHANGE BULLETIN (Medical Material) MANAGEMENT DATA LISTS.	C-6500-MI-CB
GLOSSARY OF COLLOQUIAL NAMES AND THERAPEUTIC INDEX	C-6505-GL

*A separate management data list (ML) is published for each identification list (IL) segment of the catalog. These are numbered as C-6505/6508-ML, C-6510-ML, etc. The authorized substitute items are published in the MLs.

Figure 14-1.—Federal Supply Catalog, medical material section.



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Figure 14-2.—Levels of supply.

in recurring demand. Figure 14-2 illustrates the relationship between the various levels of supply.

In expressing the supply level of any stock item, four measurements may be used: operating level, safety level, storage objective, and requisitioning objective.

OPERATING LEVEL.— This measurement indicates the quantity of an item that is required to sustain operations during the interval between requisitions or between the receipt of successive shipments of supplies. The operating level should be based upon the length of the replenishment cycle. For example, if requisitions are submitted every 2 months, the operating level would be the quantity of the item that is consumed every 2 months. This level will vary for different items.

SAFETY LEVEL.— This measurement indicates the quantity of an item, over and above the operating level, that should be maintained to ensure that operations will continue if replenishment supplies are not received on time, or if there is an unpredictable heavy demand for supplies. This measurement simply provides a margin of safety.

STOCKAGE OBJECTIVE.— This measurement indicates the minimum quantity of a stock item that is required to support operations. It is the sum of the operating level and the safety level. For example, if the operating level of an item is 80 units and the safety level is 20 units, the stockage objective would be to maintain 100 units of that item in stock at all times.

REQUISITIONING OBJECTIVE.— This measurement indicates the maximum quantity of a stock item that should be kept on hand and on order to support operations. It is the sum of the operating and safety levels and the quantity of an item that will be consumed in the interval between the submission of a requisition and the arrival of the supplies.

Usage Data

The most accurate guide in determining stock level requirements is past experience as reflected in accurate stock records. Stock record cards, which will be discussed in detail later in the chapter, should be kept current to assist in the material usage notes. Stock records can tell you how much of each item has been used in the past. From this past usage rate, you can make a reasonable projection of future usage rates.

REQUISITIONS

A requisition is an order from an activity that is requesting material or services from another activity. Except for certain classes of material listed in NAVSUP P-485 and P-437, all items ordered from the Navy Supply System, other military installations, the Defense Logistics Agency, and the Government Services Administration (GSA) will be procured using the MILSTRIP system. MILSTRIP requisitioning is based upon the use

EDITION OF 1 AUG. 61 MAY BE USED UNTIL EXHAUSTED

DOC. IDENT.		ROUT. IDENT.		FSC		NITN		ADDT		STOCK NUMBER		QUANTITY		REQUISITION DATE		SERIAL		SUPPLEMENTARY ADDRESS		FUND		INTENDED TURN		PROJECT		PROG. #		REQ. DEL. DATE		REQ. DEL. STAT.																																															
SEND TO:										REQUISITION IS FROM:																																																																			
N00244 NSC, SAN DIEGO										R52192 USS JOHN PAUL JONES (DDG-32)																																																																			
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DOC. IDENT.		ROUT. IDENT.		FSC		NITN		ADDT		STOCK NUMBER		QUANTITY		REQUISITION DATE		SERIAL		SUPPLEMENTARY ADDRESS		FUND		INTENDED TURN		PROJECT		PROG. #		REQ. DEL. DATE		REQ. DEL. STAT.																																															
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[illegible]

Figure 14-3.—MILSTRIP requisition documents.

of a coded, single-line item document for each supply transaction. One of the following documents will be used:

- DD Form 1348, DOD Single-Line Item Requisition System Document (Manual). This document (fig. 14-3) is used as a requisition; requisition follow-up, modification, or cancellation; and tracer request on overdue shipments sent by insured,

registered, or certified mail. This form is available in two-, four-, and six-part sets.

The two-part set is used by nonautomated ships for requisition follow-up, modification, or cancellation and tracer requests. The four-part set is used for requisitioning from shore activities, and the six-part set is used for requisitioning from other nonautomated ships and from automated ships when required.

- six-part form used to requisition material that cannot be identified by an NSN, NATO stock number, or NICN other than permanent "LL" coded NICNs. The form consists of two sections. The upper section includes essentially the same data elements as DD Form 1348. The lower section includes ten data blocks for additional identification data.

- DD Form 1149, Requisition and Invoice/Shipping Document. DD Form 1149 (fig. 14-6) shall be prepared for certain items that are excluded from MILSTRIP. These items are listed in NAVSUP P-485 and P-437. DD Form 1149 may be used as a requisitioning or a receipt document. As a requisitioning document, use this form to procure GSA contract items such as medical books, journals, and standard and nonstandard NAVMEDCOM-controlled items requiring local purchase action.

NAVMEDCOM-controlled items are essential to preserve life, are easily pilferable, and/or have a high acquisition or replacement cost. Requisition

1 REQ DATE		2 DEPT NO		3 URGY		4 ROD		5 LOCATION		6 SIM <input type="checkbox"/> NON SIM <input checked="" type="checkbox"/>		7 ISSUE DATE		A REQN QTY		B REQN NO	
6196		0692		B		6206								00002		6196-3456	
8 NOON NAME OR REF SYM				9 FPR		10 APL AEL CIO		11 INV ON		12 NIS <input type="checkbox"/> N/C <input checked="" type="checkbox"/>		13 COBL AMT		D POSTED			
BLOCK						016899426						264					
13 JOB CONTROL NUMBER				14 WC		15 JSN		16 EIC		17 EQUIP COSAL SUPP'D		18 YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		19 URG <input type="checkbox"/> MAR <input type="checkbox"/>		20 S/R REQ'D O/S	
V051520E012000P31R000																OPTAR LOG <input checked="" type="checkbox"/>	
21		22		23		24		25		26		27		28		29	
SS		CGG		MSG		ST FPR		STX		STY		STZ		STW		STV	
J-9N		5920		0016		04895		EA		2		132		264		CR	
30 REMARKS														31 APPROVED BY <i>Ronald Spence</i>			
														32 RECEIVED BY			
33		34		35		36		37		38		39		40		41	
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42		43		44		45		46		47		48		49		50	
05851		B				9N		IK5		06							
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60		61		62		63		64		65		66		67		68	
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FUND		DIST		PROJ		PRI		ROD		ADV							

SINGLE LINE ITEM CONSUMPTION ACQUISITION DOCUMENT - MANUAL
NAYSUP FORM 1250 (1-77) REV 12 7815-N 0108 (F 501 2508)

Figure 14-4.—MILSTRIP requisition document—Continued.

standard stocked NAVMEDCOM-controlled items on DD Form 1348, and forward the request through the chain of command to the Naval Medical Material Support Command (NAVMED-MATSUPPCOM) for technical review.

Professional Books and Publications

The listing of all books and publications that are required to be maintained at an activity are listed in BUMEDINST 6820.4 and

Note: When information required to complete the data entries described in the preceding chart is not applicable or available, the respective data blocks will be left blank or will be completed to the extent that applicable information is available. Additionally, authorized signature and the complete line of accounting data (See NAVSUP P-3013) be entered in the DD Form 1348-6.

DOCUMENT IDENTIFIER			ROUTING IDENTIFIER			M & S	MANUFACTURER'S CODE * AND PART NUMBER																UNIT OF ISSUE	QUANTITY				DOCUMENT NUMBER														
							FSCM								PART NUMBER													REQUISITIONER				DATE				SERIAL						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43
A	0	E	N	D	Z	6																E	A	0	0	0	0	1	R	5	2	1	9	2	8	0	3	3	0	1	4	
DEMAND		SUPPLEMENTARY ADDRESS				SIGNAL		FUND CODE		DISTRIBUTION CODE		PROJECT CODE		PRIORITY		RE-REQUIRED DELIVERY DATE		DEVICE CODE		BLANK				REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)																		
44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	65	66				
R	Y	N	E	B	1	3	A	N	R							0	6																1	5	0	0	0					
IDENTIFICATION DATA																																										
* 1. MANUFACTURER'S CODE & PART NO. (When they exceed Card Columns 8 thru 22) 05073 N3-12291-P104																						2. MANUFACTURER'S NAME BABCOCK & WILCOX CO., NEW YORK, NY																				
3. MANUFACTURER'S CATALOG IDENTIFICATION AND DATE																													4. TECHNICAL ORDER NUMBER													
5. TECHNICAL MANUAL NUMBER NAVY TECH MANUAL 351-0048																						6. NAME OF ITEM REQUESTED ELEMENT, SOOT BLOWER, UNIT A																				
7. DESCRIPTION OF ITEM REQUESTED																													7a. COLOR													
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8. END ITEM APPLICATION AND SOURCE OF SUPPLY BOILER, STEAM, MN, 634 PSI, 4617 CU FT, 1393 TB, BABCOCK & WILCOX CO.																																										
8a. MAKE																8b. MODEL NUMBER										8c. SERIES										8d. SERIAL NUMBER						
9. REQUISITIONER (Clear Text Name and Address) USS JOHN PAUL JONES (DDG-32) FPO SAN FRANCISCO, CA 96601 1781804.702D/000/53824/0/060957/2D/R52192/00803330/4NR																						10. REMARKS ADDL EQUIP DATA: APL # 021200007, MFR DWG # MX 253001, EQUIP PATTERN # 12, ADDL ITEM DATA: NICN 4410-LL-CAO-0001:\$150.00 R.S. SEARS, LT, SC, USN																				

DD FORM 1348-6

EDITION OF 1 MAR 74 MAY 82
USED UNTIL EXHAUSTED

NON-NSN REQUISITION (MANUAL)

NOTE: DD FORM 1348-6 IS A 6 PART SNAP OUT FORM WITH MULTICOLORED INTERLEAVED COPIES. IT IS PERFORATED AT FOLD LINE TO PERMIT FOLDING TO SIZE OF A REQUISITION.

123.205

Figure 14-5.—Preparation of Non-NSN Requisition (DD Form 1348-6).

SHIPPING CONTAINER TALLY		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50	
REQUISITION AND INVOICE/SHIPPING DOCUMENT		SHEET NO. 10 FEB 1983	
1 FROM R52192 USS JOHN PAUL JONES (DDG-32)		2 DATE MATERIAL REQUIRED 13	
3 TO N00244 NSC SAN DIEGO, CA		4 AUTHORITY OR PURPOSE R. S. SEARS, LT, SC, USN	
5 SHIP TO NAME FOR SUPPLY OFFICER USS JOHN PAUL JONES (DDG-32) FPO SAN FRANCISCO, CA		6 VOUCHER NUMBER AND DATE	
7 APPROPRIATION AND SUBHEAD 1791804.702D		8 OBJ CL 000	
9 SUB LOT 53824		10 AUTHORIZATION ACTG ACTIVITY 060957	
11 TRANS TYPE 2D		12 PROPERTY ACCT G ACTIVITY R52192	
13 COUN TRY		14 COST CODE 003041	
15 AMOUNT SEE BELOW		16 AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO	
17 FEDERAL STOCK NUMBER DESCRIPTION AND CODING OF MATERIAL AND/OR SERVICES		18 QUANTITY REQUESTED	
19 REQ. SER. NO.		20 SUPPLY ACTION	
21 SERVICES AND MATERIALS FOR REPAIR OF:		22 TYPE CON TAINER NOS	
23 3001 MARCHANT CALCULATORS, Ser. Nos. 441067, 441255		24 JOB 1	
25 3002 FRIDEN ADDING MACHINE, Ser. No. 56432		26 JOB 1	
27 3003 IBM ELECTRIC TYPEWRITERS, Ser. Nos. 14-667421, 15-66744		28 JOB 1	
29 3004 REMINGTON ELECTRIC TYPEWIRTER, Ser. No. 336601		30 JOB 1	
31 18 TRANSPORTATION VIA MATS OR MBTS CHARGEABLE TO		32 17 SPECIAL HANDLING	
33 19 ISSUED BY		34 18 CONTAINERS RECEIVED EXCEPT AS NOTED	
35 20 CHECKED BY		36 19 QUANTITIES RECEIVED EXCEPT AS NOTED	
37 21 PACKED BY		38 20 POSTED	
39 TOTAL		40 SHEET TOTAL	
41 DD FORM 1149 (9-PT)		42 ORIGINAL	

Figure 14-6.—Requisition and Invoice/Shipping Document, DD Form 1149 (multiple requests).

43.3

NAVMEDCOMINST 5604.1. GSA periodically makes open-end contracts that cover the procurement of books. All books are procured under the provisions of these contracts.

PURCHASES

Purchase actions are normally taken by a shore activity as a result of ships' requisitions. However, ships' supply officers and commanding officers of ships without Supply Corps officers may obtain requirements for supplies or services by purchase on the open market.

Purchases afloat are made by one of the following methods:

1. Purchase order for purchases not in excess of \$10,000.
2. Imprest fund for cash purchases not in excess of \$300.

3. Orders under indefinite delivery-type contracts and blanket purchase agreements (BPAs) that have been negotiated by shore activities.

A single requirement may NOT be divided with more than one purchase action for the purpose of avoiding monetary limitations.

Procedures for purchases by ashore activities are provided in NAVSUP P-467.

UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)

An integral and vital part of MILSTRIP is the requirement to assign priorities in accordance with standards set forth by UMMIPS. In the movement and issue of material, it is necessary to

Table 14-1.—Listing of priority designators

**UMMIPS (UNIFORM MATERIEL MOVEMENT AND ISSUE
PROCEDURES) (CARD COLUMNS 60-61)**

Combining the assigned F/AD (Force/Activity Designator) and the appropriate UND (Urgency of Need Designator) will enable the requisitioner to determine the appropriate Priority Designator. It should be noted that an assigned F/AD normally limits the requisitioner to choosing from three Priority Designators consistent with the UND. For example, a requisitioner assigned FAD III will normally select Priority Designator 03, 06 or 13 based on the requisitioner's determination as to whether the UND is A, B or C. The following table illustrates the above relationship:

UMMIPS: HOW TO DETERMINE THE RIGHT PRIORITY

Force/Activity Designators*	URGENCY OF NEED DESIGNATORS*		
	Unable to Perform Mission	Impaired Operational Capability	Routine
	A	B	C
I In Combat	1	4	11
II Positioned For Combat	2	5	12
III Positioned To Deploy/Combat	3	6	13
IV Other Active & Selected Reserve Forces	7	9	14
V All Other	8	10	15

Numeric Priorities

*For additional detailed guidance concerning Force/Activity Designators and Urgency of Need Designators, see OPNAVINST 4614.1E.

establish a common basis to determine the relative importance of completing demands for resources of logistics systems. The means for determining the relative importance and urgency of logistics requirements is provided by the priority designator (PD), a two-digit code that ranges from 01 (highest) to 15 (lowest). The priority designator is determined from the urgency of need designator (UND) and the Force/Activity Designator (F/AD), as shown in table 14-1.

Force/Activity Designator (F/AD)

F/AD is a Roman numeral (I-V) that identifies and categorizes a force or activity on

the basis of its military importance as shown below:

- I In Combat
- II Positioned for Combat
- III Positioned to Deploy/Combat
- IV Other Active and Selected Reserve Forces
- V All Other

Urgency of Need Designator (UND)

UND consists of an uppercase letter "A," "B," or "C." It is selected to indicate the relative urgency of a force's or activity's need for a required item of material. Assignment of UND is the responsibility of the force or activity making

the requisition and is derived according to NAVSUP P-485. UNDs and their associated definitions are as follows:

UND	Definition
A	<ul style="list-style-type: none"> (1) Requirement is immediate. (2) Without material, the activity is unable to perform one or more of its primary missions (3) The condition noted in (2) above has been reported by established, not operationally ready supply/casualty report (NORS/CASREPT), procedures.
B	<ul style="list-style-type: none"> (1) Requirement is immediate or it is known that such requirement will occur in the immediate future. (2) The activity's ability to perform one or more of its primary missions will be impaired until the material is received. (3) This comprises immediate stock replenishment requirements of customer mission-related material at overseas forward area supply activities, including mobile logistics support force (MLFS) ships. It occurs when the on-hand quantity is below the safety level and is expected to reach a zero balance before receiving stock due in.
C	<ul style="list-style-type: none"> (1) Requirement is routine.

For additional detailed guidance concerning Force/Activity Designators and Urgency of Need Designators, see OPNAVINST 4614.1 series.

PREPARATION OF A MILSTRIP REQUISITION

MILSTRIP relies upon coded data for processing requisitions by means of automatic data processing equipment. Whether a DD Form 1348, DD Form 1348m, or NAVSUP Form 1250-1 is

the prescribed requisitioning document, take extreme care in selecting and entering the coded data elements. These codes apply to all levels of supply and are too extensive for all to be included in this chapter. The codes are published in the appendices of NAVSUP P-485. The following general rules apply when you are preparing a DD Form 1348 or NAVSUP Form 1250-1:

- Enter data by ball-point pen or typewriter. Do not use pencil; pencil marks can cause errors when the requisition is processed through mark sensing equipment.
- It is recommended, but not mandatory, that data be entered between the "tic" marks on the form. However, it is mandatory that entries be included within the data fields to which they pertain.
- To eliminate confusion between a numeric zero and an alphabetic "O," use the communications zero (Ø) on MILSTRIP requisitions when zeros are applicable.

Specific details for completing DD Form 1348 and NAVSUP Form 1250-1 can be found in NAVSUP P-485.

MATERIAL RECEIPT, CUSTODY, AND STOWAGE

For every procurement action taken, there is a following receipt action. When a requisition is prepared, only the first of several steps has been taken. The supplies must be received, identified, checked, and distributed to the appropriate storeroom or department.

MATERIAL RECEIPT

As in every operation, responsibility for actions to be taken must be assigned to key personnel. In the receipt of Government-owned materials, responsibility for receipts takes on an added importance because of the many types of material receipts and the required accountability.

Receipt Documentation

There are several types of receipt papers, depending upon the manner the material was requested, the issuing activity, and the modes of transportation used in delivery. The most commonly encountered is DOD Single Line Item

Release/Receipt Document, DD Form 1348-1, (fig. 14-7). Regardless of the type of receipt document, the end-use receiver must:

1. Date the document upon receipt.
2. Circle the quantity accepted.
3. Sign the document to indicate receipt.

Receiving Procedures

Small quantities of stores received on a daily basis require no special preparations for receipt. Stock large quantities of stores in a central area out of the traffic flow and hold there until preliminary identification and package count are completed. Then sort them according to the department or storeroom to which they will be distributed.

Report of Discrepancy

Item or packaging discrepancies attributable to the shipper (including contractors/manufacturers

or vendors) will be reported on SF 364, Report of Discrepancy (ROD), by the receiving activity. The purpose of ROD is to determine the cause of the discrepancy, effect corrective action, and prevent recurrence. When both item discrepancies and packaging discrepancies are noted on the same shipment, both blocks on the top of SF 364 will be checked and the types of discrepancies noted. The types of discrepancies required to be reported are described in chapter 4 of NAVSUP P-485. Detailed instructions for the preparation and distribution of ROD are contained in NAVMATINST 4355.73 series.

CUSTODY

The term custody is used to mean the responsibility for proper care, stowage, and use of Navy material and records pertaining to such. Material in store will be kept under lock and key in all cases except when the material is in such quantity or dimensions as to make it impractical. Lock storeroom spaces securely when not in use.

DOC IDENT		FSC		STOCK NUMBER		QUANTITY		DOCUMENT NUMBER		SUPPLEMENTARY ADDRESS		FUND		DISTRIBUTION		PROJECT		REQ'D DEL DATE		ADVISE		UNIT PRICE			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
A0A NN23		591000		1234567		EA00005		V52192 7081 0001		A3456AAR		9N EE518		2B								1.20			
SHIPPED FROM						SHIP TO						MARK FOR						PROJECT						TOTAL PRICE	
N00189						V52192						A3456						EE5						6.00	
WAREHOUSE LOCATION				TYPE OF CARGO		UNIT PACK		UNIT WEIGHT		UNIT CUBE		UFC		MFC		FREIGHT RATE		DOCUMENT DATE		MAT COND		QUANTITY			
210064272																		7190							
SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED)										FREIGHT CLASSIFICATION NOMENCLATURE															
T										U															
										AN ALPHABETIC CODE IN THIS BLOCK INDICATES A PARTIAL SHIPMENT.															
W										X															
CAPACITOR										Y															
S H I P U S E R S				SELECTED BY AND DATE				TYPE OF CONTAINER(S)				TOTAL WEIGHT				RECEIVED BY AND DATE				INSPECTED BY AND DATE					
1				6B 191				2				3				7				8					
PACKED BY AND DATE				NO OF CONTAINERS				TOTAL CUBE				WAREHOUSED BY AND DATE				WAREHOUSE LOCATION									
4 RPN 191				5 1				6				9 7193				10 A3456									
REMARKS																									
AA										DO															
FIRST DESTINATION ADDRESS										EE															
11										12															
13 TRANSPORTATION CHARGEABLE TO										14 B/LADING AWB OR RECEIVER'S SIGNATURE (AND DATE)										15 RECEIVER'S DOCUMENT NUMBER					
11										12										15					

DD FORM 1348-1 1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE RECEIPT DOCUMENT

Figure 14-7.—DOD Single Line Item Release/Receipt Document, DD Form 1348-1.

STOWAGE

Material in storerooms and other designated stowage areas are arranged to:

- Ensure maximum utilization of available space.
- Provide orderly stowage and ready accessibility.
- Prevent damage to spaces or injury to personnel.
- Reduce the possibility of material loss or damage.
- Facilitate and ensure issue of the oldest stock first.
- Facilitate inventories.

The preceding criteria and a “commonsense” approach will enable storeroom personnel to achieve stowage efficiency.

To the maximum extent that available space permits, you must adhere to the following guidelines when stowing material:

- Locate heavy bulk material and materials-handling equipment near hatches or doors to minimize the physical effort required for loading, stowage, and breakout.
- Locate light bulky materials in storerooms with high overhead clearances for maximum use of available space.
- Segregate materials that are dissimilar in type or classification.
- Locate frequently requested materials as close as possible to the point of issue.
- Locate shelf-life items in a readily accessible area to facilitate periodic screening.
- Install appropriate stowage aids in spaces where they can be effectively used.
- Provide for aisles at least 30 inches wide where practical.
- Arrange material with identification labels facing outward to facilitate issue and in inventory.

- Avoid multiple locations for the same item.

If you follow the preceding criteria and guidelines, you should have no problems in maintaining your spaces, issuing materials, or doing inventory on materials.

INVENTORY

The term inventory is used to refer to the quantity of stocks on hand for which stock records are kept, or the function of inspecting and counting the material and reconciling the stock cards. The primary objective of an inventory is to ensure that stock balances, as reflected in stock or custody records, agree with quantities on hand.

TYPES OF INVENTORIES

There are several types of inventories, each with a specific purpose in mind.

Bulkhead-to-Bulkhead

A bulkhead-to-bulkhead inventory is a physical count of all the material aboard a ship or within a specific storeroom. A complete inventory of all a ship's material and repair parts is usually taken during a Supply Operations Assistance Program/Integrated Logistics Overhaul (SOAP/ILO). A bulkhead-to-bulkhead inventory of a specific storeroom is conducted when a random sampling of that storeroom fails to meet the inventory accuracy rate of 90 percent, when directed by TYCOM incident to a supply management inspection (SMI), when directed by the commanding officer, or when circumstances indicate that it is essential to effective inventory control.

Specific Commodity Inventory

The specific commodity inventory is a physical count of all items under the same cognizance symbol or Federal supply class, or that support the same operational function. This type of inventory is taken under the same conditions as a bulkhead-to-bulkhead inventory, but prior knowledge of specific stock numbers and item location is required.

Special Material Inventory

A special material inventory requires the physical count of all items that, because of their

physical characteristics, costs, or other reasons, are specifically designated for separate identification and inventory control. Physical inventory of such material is required on a scheduled basis, as prescribed in chapter 6 of NAVSUP P-485.

Spot Inventory

A spot inventory is an unscheduled type of physical inventory to verify the existence of a specific item. It is usually conducted when a requisition is returned showing the item is not in stock and the stock records indicate the item is on hand. It is also conducted when directed by higher authority or when a specific item has been found to be defective.

Velocity Inventory

A velocity inventory is based on the premise that the faster an item moves, the greater the room for error. This type of inventory is required on items with a relatively high turnover rate, the periodicity determined by local authority.

Random Sampling Inventory

A random sampling inventory is considered to be part of the annual scheduled inventory program. It is done as a measure of the stock record accuracy for a segment of material on hand. Guidelines for conducting a physical inventory by random sample are outlined in chapter 6 of NAVSUP P-485.

INVENTORY PROCEDURES

Keeping in mind that inventories are conducted in order to bring stock and stock records into agreement, you can see the importance of a complete and accurate inventory. In order to reduce errors that may occur, you must:

- Maintain concentration on the inventory.
- Write quickly but without haste.
- Write legibly.
- Ensure the count is correct.
- Ensure that the correct unit of issue is used in taking the count.

Documents authorized for conducting inventory counts of stock material include NAVSUP

1075 (whether or not maintained as locator records), electronic accounting machine (EAM) cards, and machine or manually prepared listings. Stock Record Card, Afloat, NAVSUP 1114, even when maintained in storerooms, are not to be used as inventory count documents. A complete and correct item count is basic to conducting a physical inventory. You must ensure that the total quantity of each item is determined as accurately as possible.

Promptly upon completion of the physical inventory and prior to matching inventoried quantities against stock record balances, review the inventory documents to ensure that:

- All items scheduled for inventory have been counted or verified as nonexistent.
- Quantities counted are legibly recorded and compatible with related units of issue.
- All locations applicable to the inventory segment have been checked.
- “Added” items are adequately identified and legibly recorded.
- Items are documented in National Item Identification Number sequence.
- Count documents are dated and initialed.

RECONCILIATION OF COUNT DOCUMENTS AND STOCK RECORDS

Upon completion of the physical count and review of the count documents, the next step in the inventory process is to compare count documents with the stock records. This is done to determine if a difference exists between the physical count and the amount recorded on stock records.

When the count documents are correct and complete, compare them, item by item, with the applicable stock records to determine whether differences exist. If no differences exist, post the matched count cards or items in the inventory listing to the applicable stock record. Enter the Julian date of the inventory and the notation “INV” in the REQUISITIONS OUTSTANDING column and enter the inventory quantity in the ON-HAND column. The inventory quantity

and the on-hand number should match. See figure 14-8. If differences exist in the onhand quantity, locations, or other stock record data, reconcile such differences by the procedures outlined in NAVSUP P-485.

STOCK RECORD CARDS

Without stock record cards, it would be impossible to maintain adequate stocks of material necessary for the operation of the medical department of a ship. Procurement of stock must be based on the information contained on the stock record cards.

The two stock record cards most commonly used in recording usage data are the Stock Record Card, Afloat, NAVSUP 1114, and the Stock Record Card, NAVSUP 766. Maintain stock records for all items of stocked material.

DESCRIPTION OF NAVSUP 1114

The preprinted captions appearing on the top line and at the bottom of the card are identical

and most are familiar and self-explanatory. Additional information on some of the top and second line data elements may help you to understand the captions and the source and use of the data shown.

M/C—The material control code is a single alphabetic character assigned by the inventory control manager to segregate items into more manageable grouping of fast-, medium-, or slow-moving items or to relate to field activities special reporting and control requirements. This is a first-line entry and is mandatory for repairable items.

APL/AEL no.—Allowance Parts List/Allowance Equipage List number for repair parts and equipment-related consumable items. If the Integrated Stock List (ISL) indicated that more than one AEL or APL applies to the same item, enter the letter "M" instead of the AEL/APL number. Enter "General Use" or "GUCL" for nonequipment-related consumable.

LOCATION—Each location in which the item is stored.

HL, LL, SL—High limit, low limit, and safety level quantities are computed in accordance with NAVSUP P-485 and recorded here.

NAVSUP FORM 1075 (REV 2/70)	1H	4330-00-931-2473 FILTER ELEMENT										EA	C1555									
	COG	STOCK NUMBER AND DESCRIPTION										U/I	ITEM LOCATION(S)									
	SPECIAL MATERIAL CATEGORY (CHECK APPLICABLE BLOCKS)										INVENTORY											
											DATE	QUANTITY	GAIN	LOSS	U/P	EXT.						
	<input type="checkbox"/> DLR	10/1/83										3										
	<input type="checkbox"/> CRITICAL	4/10/84										4										
	<input type="checkbox"/> ...																					
	<input type="checkbox"/> ...																					

AFLOAT NAVSUP FORM 1114 (6-73)	1H	4330-00-931-2473 FILTER										EA	7.90	691300125										C1555			6	5	2			
	COG	NATIONAL STOCK NO										SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO										LOCATION			HL	LL	SL	
	U/I	R52192										2	R	4/83	12	8														6	6	
	REQUISITIONS OUTSTANDING										A/L QTY	ST	E/R/C	BEG MO	DEM	DOR	D/F/B	URG	MRT	EOI	CI	MRC	HIC	SCC	SLC	PER	DEM PD	DEM QTY				
TUL DATE										SERIAL NO	QUANTITY	DATE & SER		WCC	RECEIPTS	ISSUES	ON HAND	DATE & SER		WCC	RECEIPTS	ISSUES	ON HAND									
3360										5267	2	7046		BP			4															
3059										3341	2	3059		0459		2	2															
												3076		8267	2		4															
												3101		INV			4															

Figure 14-8.—Posting inventory to stock records.

A/L QTY—Allowance list quantity. This is filled in for items on the AMAL/ADAL and left blank for nonallowance items.

AT—Allowance type code. The AT code is assigned by the Supply Operations Assistance Program (SOAP). It is a single numeric character code based on the item use, requirement to be carried, or usage rates. When an item is added between SOAPS, assign the appropriate AT code.

E/R/C—These codes are used for equipage items (E), repair parts and equipment-related consumables (R), or for general use consumables (C). Equipage items (E) are for special accounting class 207 ships only.

BEG.MO.DE.—The beginning date of the demand period; generally the date of the last SOAP. When the original (SOAP prepared) card is filled and a new card is prepared, bring this date forward to the new card with the demand and frequency of demand recorded on the original card. When a card is prepared between SOAPS, the demand date is the date of the initial requisition.

DQBF—Demand quantity brought forward. This total is brought forward from a filled stock record onto a new stock record.

DFBF—Demand frequency brought forward. This total is brought forward from a filled stock record onto a new stock record.

URG—A checkmark or “X” if the item is listed in the Consolidated Afloat Requisitioning Guide Overseas (CARGO).

MRT—A checkmark or “X” if the item is listed in the SERVMART shopping list of the local supply support activity.

EOI—A checkmark or “X” if the item is listed as an economic order item.

CI—A checkmark or “X” if the item is listed as a critical item.

MEC—Military essentiality code, as indicated in the COSAL SNSL for repair parts and equipment-related consumables.

HIC—Hazardous item code (H, F, M, or R) if the item is listed in the Consolidated Hazardous Item List (CHIL).

SCC—Security classification code, if applicable.

SLC—Shelf-life code, if applicable.

PEB—A checkmark or “X” if the item is designated as a PEB item.

REQUISITIONS OUTSTANDING—The Julian date, serial number, and quantity applicable to each procurement document.

PREPARING NEW CARDS

When the original card is filled, prepare a new card, duplicating the stock item information except for usage data. Enter the beginning date on the new card. Bring forward the demand quantity and frequency demand totals from the old card onto the new card. Bring forward any requisitions still outstanding. Retain the old card and file it according to local policy.

POSTING

Post stock record cards daily as receipt and issue documents are received. Compare the following data elements on receipt documents with those on the stock record cards:

- Cognizance symbols
- NSN
- Unit of issue
- Unit price
- Storage location
- Quantity received with quantity requisitioned

If the data elements on the receipt documents and the stock record card are in agreement, enter the Julian date of the receipt and the serial number of the related requisition in the DATE & SER/WCC column. Enter the quantity received in the RECEIPTS column and increase the balance in the ON-HAND column by the quantity received.

Draw a single line through the applicable requisition data for a full receipt (fig. 14-9). For a partial receipt, if there is a suffix code in block 44 of DD Form 1348-1, draw a single line through the quantity and write the outstanding quantity next to it (fig. 14-9). If there is no suffix code in block 44, consider the requisition as complete. For supplies received in excess of the requisitioned amount, refer to NAVSUP P-485.

CONTROLLED SUBSTANCES

Naval medical facilities dispensing pharmaceuticals range from large medical centers to support stations aboard the ships of the fleet and ashore. The custodial responsibility of controlled substances is vested in the commanding officer. An officer of the Medical Department or, in such an officer's absence, a commissioned officer designated by the commanding officer shall keep all unissued controlled substances in a separate locked compartment. Controlled substances include tranquilizers, alcoholic beverages, alcohol, hypnotics, excitants, and narcotics that require special custodial care. Medicinal are designated controlled substances by the symbol "Q" or "R" in the notes column of the Federal Supply Catalog or by the force medical officer.

BULK CUSTODIAN

The commanding officer shall appoint a commissioned officer as the bulk custodian. This

appointment shall be in writing. This officer shall be responsible for, and maintain custody of, all bulk controlled substances.

SECURITY

Access to controlled medicinal is limited to the bulk custodian and the senior Medical Department representative (SMDR). Only individuals whose official duties require access to such spaces will be provided the safe combinations.

ACCOUNTABILITY

The bulk custodian and the SMDR are responsible for the receipt and custody of controlled substances. Each unit must maintain a detailed record of the receipt, transfer, survey, dispensing, and expenditure of controlled substances in accordance with MANMED, chapter 21.

INVENTORY BOARD

Monthly, or more frequently if necessary, the Controlled Substances Inventory Board will conduct an unannounced inventory of controlled substances. The commanding officer shall appoint three members to this board; at least two of these members will be commissioned officers and the third an E-7 or above. The officer having custodial responsibility shall not be appointed to the board.

PARTIAL QUANTITY RECEIVED, BALANCE DUE

752627282930313233343536373839404142434445
QUANTITY
00002
R 52192 6151 3391
Q

REQUISITIONS OUTSTANDING			A/L QTY	AT	E/R/C	REC NO	DEA	DOSE	BY/OF	UNC
JUL DATE	SERIAL NO	QUANTITY	DATE & SER /MCC		RECEIPTS	ISSUES	ON HAND			
6151	3391	3	18 APR 76				6			
			6151-0345			3	3			
			6216-3391		2		5			

PARTIAL QUANTITY RECEIVED, BALANCE CANCELLED

752627282930313233343536373839404142434445
QUANTITY
00001
R 52192 6151 3392
Q

REQUISITIONS OUTSTANDING			A/L QTY	AT	E/R/C	REC NO	DEA	DOSE	BY/OF	UNC
JUL DATE	SERIAL NO	QUANTITY	DATE & SER /MCC		RECEIPTS	ISSUES	ON HAND			
6151	3392	2	18 APR 76				4			
			6151-0346			2	2			
			6216-3392		1		3			

Figure 14-9.—Posting partial quantities to stock records.

123.178

After the board conducts the monthly inventory, it will submit a report to the commanding officer.

SURVEY OF CONTROLLED SUBSTANCES

Destroy controlled substances in the presence of at least one member of the inventory board. Make appropriate entries to the stock records and the controlled substances log. Items shall be destroyed in a manner that ensures total destruction and prevents subsequent use. Destruction must be done in a manner that meets Federal, State, and local environmental pollution control standards.

PROPERTY SURVEYS

A survey is the procedure required when Navy property or Defense Logistics Agency material is lost, damaged, or destroyed, except in incoming shipments. A survey's purpose is to determine who or what is responsible and to affix the actual loss to the United States Government. To make a true determination, the facts surrounding the loss or damage must be thoroughly investigated in a timely manner. The following forms are used in connection with survey procedures:

- DD Form 2090, GPLD (Government Property Lost or Damaged) Survey Certificate. This form will be used if no personal responsibility exists.
- DD Form 200, Report of Survey. This form will be used if personal responsibility is evident, if the reviewing authority does not approve the DD Form 2090, or if the commanding officer or higher authority so directs.

For more detailed information about the survey procedures, refer to the NAVSUP Manual, volumes I and II.

CONTINGENCY SUPPLY BLOCKS

At some point in your career, you may be assigned to a Rapidly Deployable Medical Force (RDMF), a Mobile Medical Augmentation Readiness Team (MMART), a fleet hospital, or some other contingency related unit. These are units that can be deployed anywhere in the world on a short notice. To function, these units require supplies and equipment that generally are either not available or are in limited supply in the area

to which deployed. To circumvent this problem, contingency supply blocks have been established.

Contingency supply blocks consist of functionally packaged medical and dental equipment and supplies. Each block is assembled to meet the needs of a specific unit. For example, a surgical supply block contains enough equipment to establish 1 operating room and sufficient supplies for 100 major surgical cases. NAVMEDCOMINST 6440.2 lists several other blocks and their support capabilities.

ASSEMBLING THE BLOCK

The contents of each contingency supply block are enumerated in an Authorized Medical Allowance List specific to that block. The Naval Medical Material Support Command is responsible for developing, publishing, maintaining, and coordinating a comprehensive review of all AMALs on at least an annual basis. The AMAL booklet is the basic source document used to sustain supply block management. The preface of the AMAL booklet contains instruction for maintaining, packing, and marking the block.

MANAGEMENT OF THE BLOCK

Contingency supply blocks contain dated, shelf-life, or deteriorative items such as pharmaceuticals, intravenous solutions, and prepackaged items. To ensure operational readiness, make sure dated items in the block have an expiration date sufficiently far in the future to allow for a lengthy deployment (up to 1 year). To accomplish this, all blocks are to be inventoried on a semiannual basis during the first and third quarters of the calendar year by the assigned team, if any, or the designated supply block inventory board. This allows the team members to become familiar with the contents of the block and the operability of all equipment.

REFERENCES

1. NAVEDTRA 10269-K, *Storekeeper 3 & 2*
2. NAVEDTRA 10270-G, *Storekeeper 1 & C*
3. NAVEDTRA 10678, *Dental Assistant, Advanced*
4. NAVMEDCOMINST 6440.2, *Mobile Medical Augmentation Readiness Team (MMART) Manual*
5. NAVSUP P-437, *Operating Procedures Manual for MILSTRIP/MILSTRAP*

